DOCUMENT RESUME

ED 216 278 CG 015 892

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TITLE Human Services Practicum Program.
INSTITUTION State Univ. of New York, Utica. Coll. of Technology.
PUB DATE Feb 81
NOTE 17p.; Best copy available.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Behavioral Objectives; Course Descriptions; Educational Policy; Evaluation Methods; Field Experience Programs; Higher Education; *Human Services; Instruction; *Practicums; *Practicum Supervision; *Student Educational Objectives; *Student Placement; Supervisory Methods

ABSTRACT

This paper presents a university practicum program in human services and outlines the human services field instruction policies for course instructors. An orientation to the Human Services Practicum is followed by a discussion of the student field placement process. A set of educational objectives is listed to provide the practicum student with guidelines for developing more concrete behavioral objectives appropriate for each field site. Evaluation methods and grading policies are presented and time requirements for practicum credit are explained on both a concurrent and a block basis. Agency and field supervisor responsibilities are enumerated and discussed. The appendix contains a letter concerning a provision for tuition waiver certificates, a course syllabus for the Human Services Practicum, and a practicum application form. (NRB)

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SUNY COLLEGE OF TECHNOLOGY AT UTICA/ROME

DIVISION OF HEALTH SCIENCES AND PUBLIC SERVICES

HUMAN SERVICES PRACTICUM PROGRAM

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U.S. DEPARTMENT OF EDUCATION
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Revised Edition
February, 1981

CG 015892

HUMAN SERVICES FIELD INSTRUCTION POLICIES

I. Preface

State University of New York College of Technology at Utica/Rome has from its very beginnings emphasized career education in virtually all of its programs, including that in Human Services. The Practicum is a major factor in that and other programs and is an essential component in pre-professional preparation. It provides a capstone for prior general and professional coursework, including some laboratory experience in human service agencies conducted during the student's junior year. It frequently provides access to field opportunities which become entry-level positions.

The quality of each student's practicum experience is dependent on the quality of the placement opportunity and the cooperation of field agency personnel. This College has always enjoyed not only a wide variety of opportunities, but also a genuinely cooperative relationship with a number of agencies in Central New York.

The purpose of this manual therefore is to assure continuation of those opportunities and of the excellent relationships we have enjoyed with our colleagues "on the line" in the delivery of human services, and further to assure continued mutual benefit to all concerned.

Dr. Edward J. Sabol, Dean
Division of Health Sciences
and Public Services

II. Orientation

The Human Services Practicum is designed to give each student supervised professional experience in a human service-related placement. Our expectation is to involve the student in all of the staff activities at the placement site which are appropriate to that student's level of competence.

Before a student enters Practicum, the Human Services faculty review his/her achievement in pre-requisite courses, existing competencies, and performance in pre-Practicum laboratory sites. A student qualified for Practicum is expected to continue to develop present skills and integrate theoretical foundations with professional practice. This model requires the Practicum student to utilize the supervisory relationship at the placement site on a regular basis. In addition, all students are required to attend a weekly back-up seminar at the college. Supervision provided by the college instructor leading this seminar will complement the supervisory efforts of the field site staff. During these seminars, students are required to make case presentations and integrate readings from relevant professional literature. Finally, the Practicum instructor will visit the students at their placement sites during the first three weeks of the semester, at mid-term, and two weeks before the semester ends. Additional field visits will be arranged as needed.

The college prefers field site supervisors who have a graduate degree in a helping profession and full-time professional experience. Previous supervisory experience with students or staff is desirable. Agency staff members who provide direct

supervision to Human Services students are entitled to apply for a remitted tuition voucher for courses at any SUNY campus. Please send your request to the Chairperson, Human Services Department (see Appendix A).

III. Placement Process

After a student is accepted for Practicum, the college instructor makes preliminary decisions about the best available field placement. The student's past experiences, expressed interests, preferred field site choices, and faculty recommendations are considered in determining the tentative placement. Discussions with the agency executive and/or field instructor about the proposed student placement may precede the student's interview. Next, the student will submit a resumé and schedule an appointment with the prospective field instructor to discuss the placement. Contingent upon the favorable outcome of this meeting, a confirmation letter will be forwarded at the beginning of the semester by the college.

IV. Educational Objectives/Behavioral Objectives

To provide continuity within the curriculum sequence of our program and some level of consistency among various placements, the college suggests that the student use the educational objectives listed below as guidelines for developing more concrete behavioral objectives appropriate for each field site. Development of these written Behavioral Objectives will require collaboration between the student, field site supervisor, and Practicum Instructor, and should occur during the first three weeks of the semester. Subsequently the Behavioral Objectives will be used as the criteria for student evaluation at the field

site. Additional Behavioral Objectives may be added as needed during the duration of the Practicum.

Educational Objectives - Guidelines

1. Learn the discipline of professional helping relationships within a general problem-solving framework through observation and participation.

2. Establish and maintain professional relationships and realistic goals; acquire ability to translate and use understanding of human behavior in a meaningful capacity.

3. Develop self-awareness for beginning professional performance, i.e., ethical standards, work habits, attitudes, biases, etc.

4. Learn helping interventions and strategies to further develop techniques and skills, i.e. casework, community organization, clinical approach.

5. Apply human service principles, values and methods; experiment with efforts to integrate acquired knowledge and understanding of human service problem areas.

6. Assume professional responsibility for creative use of agency policies and procedures; develop and maintain dynamic working relationships with colleagues, peers and community agency representatives.

7. Integrate knowledge gained in classroom setting and in readings into field work activities.

8. Demonstrate adequate human service skills, i.e., interviewing, professional recording, program planning, case management, interdisciplinary collaboration, etc.

9. Obtain, organize, analyze, and synthesize factual data to reach a decision about appropriate actions to take; demonstrate ability to identify short- and long-term goals.

10. Mobilize and use community recources effectively in achieving helping goals; participate in conference and practitioner organizational activities where appropriate.

V. Evaluation and Grading Policy

Each student's evaluation at the field site will be based on progress toward completion of stated behavioral objectives. Although evaluation is an on-going process, a review will be conducted at mid-term. The student will meet with the Practicum Instructor and field site supervisor to assess his/her performance up to that time. The goal of this review is to share positive achievements and constructively deal with areas that may need improvement.

The final evaluation meeting (end of semester) provides an opportunity for the student to summarize his/her work and receive feedback from the site supervisor in regard to professional competencies. A final grade for this phase of the Practicum will be discussed. A written narrative by the field site supervisor is required subsequent to this meeting. Copies of this document will be distributed to the student, instructor, and the student's permanent file.

VI. Time Requirements for Practicum Credit

The Practicum may be completed either on a concurrent or block basis:

Concurrent - A minimum of 15 hours per week for a full semester (14 weeks) will yield 4 semester hours of credit. Other college course work will normally be completed at the

same time.

Block Placement - A minimum of 40 hours per week for a ten-week period will yield 8 semester hours of credit.

VII. Agency and Field Supervisor Responsibilities

In order to enhance the student's integration of human service knowledge and professional attitudes and skills, the field supervisor has educational responsibilities which include:

1. Planned orientation of the student to the agency's physical setting, its policies, services and linkage to other service delivery systems of the community (region, state, or nation if appropriate). Usually such orientation will need to be provided over a period of time. However, some specific orientation should precede assignment of cases or responsibilities.
2. Initial and continuing assessment of the student's level of cognitive and affective knowledge, educational needs, and specific interests. This assessment is related to the student's ability to assume responsibility for selected assignments.
3. The field supervisor's expectations should be negotiated and included in the individual student's behavioral objectives statement.
4. Ongoing review of the student's performance through direct observation, reading of his/her recordings, listening to tapes, regularly scheduled supervisory conferences, informal discussions, and reports of colleagues.

5. Enrichment of the student's learning opportunities through carefully selected educational experiences, e.g., workshops, readings, video taping, etc.
6. Discussion of serious problems with the college faculty member responsible for Practicum.

7. Monitor the student's progress toward achievement of behavioral objectives. Periodic review of the student's progress should precede the final narrative evaluation. Nothing should be included in the written evaluation that has not been openly shared with the student.

9. Obtain, organize, analyze, and synthesize factual data to reach a decision about appropriate actions to take; demonstrate ability to identify short- and long-term goals.

10. Mobilize and use community recources effectively in achieving helping goals; participate in conference and practitioner organizational activities where appropriate.

V. Evaluation and Grading Policy

Each student's evaluation at the field site will be based on progress toward completion of stated behavioral objectives. Although evaluation is an on-going process, a review will be conducted at mid-term. The student will meet with the Practicum Instructor and field site supervisor to assess his/her performance up to that time. The goal of this review is to share positive achievements and constructively deal with areas that may need improvement.

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APPENDIX A

Health Sciences and Public Services
Criminal Justice
Health Service Management
Human Service
Nursing
(315) 792-3343

To: Agencies Providing Opportunities for Field Experience for Human Service Students of State University College of Technology at Utica/Rome

Subject: Provision for Tuition Waiver Certificates

Dear Friends:

This letter is intended to clarify the tuition waiver policy of the State University Board of Trustees for persons providing services to the University as supervisors for students completing field work or internships in their agencies. The policy provides for issuance of such certificates by this college on the following basis:

1. A cooperating supervisor of field work is entitled to one tuition waiver certificate for each semester of service as a sponsor supervisor. Supervision of full-time Summer Session students for the eight-to-ten-week Summer Session is considered the equivalent of a regular semester.

2. Each tuition waiver certificate issued shall entitle the cooperating supervisor to have tuition waived not exceeding three semester credit hours or five quarter credit hours at any State-operated unit of the University.

3. The tuition waiver certificate shall be issued at the end of the academic period in which the sponsor service was completed, and shall be valid for 25 months from the beginning of the next academic session.

4. Tuition waiver certificates are issued to those individuals actually providing supervisory service for our students and are NOT TRANSFERABLE.

5. Such waivers will be honored up to a maximum of eight semester hours or twelve quarter hours of credit per term by each State-operated unit in the State University regardless of the college or university center to which this service was rendered.

This is essentially the same policy which is used for supervisors of student teachers in the field, as well as for other programs employing field experience as a significant

component of the student's education. At Utica/Rome, such service is certified to the Dean's Office by the faculty member coordinating field experiences for students in his/her program. The certification includes the name and address of each supervisor of field work who is entitled to receive a tuition waiver certificate, as well as the dates of the service and the name of the agency where the service was provided.

As you can see, we have no authority to authorize transferability as might be the case with a non-public college. We do appreciate the opportunities you provide for our students and I extend my personal gratitude for same. Please feel free to call me if you have any further questions about this policy.

Cordially,

Edward J. Sabol, Dean
Division of Health Sciences
and Public Services

EJS:ed

SUNY COLLEGE OF TECHNOLOGY
DIVISION OF HEALTH SCIENCES & PUBLIC SERVICES

HMS 492, Human Services Practicum — Course Syllabus

Course Description

A Practicum is a course of experiential professional study. The principal aim is for students to integrate theoretical foundations with professional practice in a supervised setting. The outcome of this experience should increase one's competencies as a human services worker. Only matriculated human services students with the proper prerequisites are eligible for Practicum. Each student is expected to utilize the supervisory relationship at the field site, become involved in the setting's network of services, and participate in the back-up seminar at the College campus.

Prerequisites

To be eligible for Practicum the student must have a minimum grade of "C" in each of the following courses: HMS 301, HMS 335, GUI 305 and GUI 355. In addition, permission to take Practicum must be approved by the student's academic advisor, Practicum instructor, and another Human Services faculty member of the student's choosing.

Educational Objectives/Behavioral Objectives

To provide continuity within the curricular sequence of our program and some level of consistency between various placements, we suggest that the student use the following educational objectives as a guideline for developing more concrete behavioral objectives that are appropriate at their field site. Development of these written Behavioral Objectives will require collaboration between the student, field site supervisor, and Practicum Instructor, and should occur during the first three weeks of the semester. Subsequently, the Behavioral Objectives will be used as the criterion for student evaluation at the field site. Certainly, additional Behavioral Objectives may be added as needed during the duration of the Practicum.

Educational Objectives - Guidelines

1. Learn the discipline of professional helping relationships within a general problem-solving framework through observation and participation

2. Establish and maintain professional relationships and realistic goals; acquire ability to translate and use understanding of human behavior in a meaningful capacity

3. Develop self-awareness for beginning professional performance, i.e., ethical standards, work habits, attitudes, biases, etc.

4. Learn helping interventions and strategies to further develop techniques and skills, i.e. casework, community organization, clinical approach

5. Apply human service principles, values and methods; experiment with efforts to integrate acquired knowledge and understanding of human service problem areas

6. Assume professional responsibility for creative use of agency policies and procedures; develop and maintain dynamic working relationships with colleagues, peers and community agency representatives

7. Integrate knowledge gained in classroom setting and in readings into field work activities

8. Demonstrate adequate human service skills, i.e., interviewing, professional recording, program planning, case management, interdisciplinary collaboration, etc.

9. Obtain, organize, analyze, and synthesize factual data to reach a decision about appropriate actions to take; demonstrate ability to identify short- and long-term goals.

10. Mobilize and use community resources effectively in achieving helping goals; participate in conferences and practitioner organizational activities where appropriate

Student's Responsibilities

1. Process for Entering Practicum: The student must complete an application form for Practicum placement designating choice of placement and approval from the following: academic advisor (in relation to prerequisites), a Human Services faculty member of the student's choosing, and the Practicum Instructor. In addition, the student should submit a resumé to the Practicum Instructor. The instructor will match the student to the appropriate field placement and site supervisor. At this time, the student will schedule an interview with the appropriate agency staff to determine if they meet the agency's requirements for placement.

2. Use of Supervision: The student is expected to prepare for and participate in regular weekly conferences with his/her field supervisor. The focus of supervisory conferences will be on the student's learning and application of appropriate professional concepts. Gradually, the student should take more responsibility in the supervisory conferences and raise points with which he/she needs help, present his/her own thinking and be able to maintain a position.

3. Back-up Seminar: These seminars are a required activity to complete the Practicum. They will be scheduled on a weekly basis on campus. Supervision provided by the college instructor leading the seminar will compliment the supervisory efforts of the field site staff and focus on facilitating students to integrate their practical experience with relevant Human Services concepts and reading assignments. Students are expected to present material from the Practicum and serve as consultants to their peers.

4. Use of Agency Material: There should be a clear understanding between the agency, the student and the Practicum Instructor about the use of agency material. The student is expected to clear any such usage with his field supervisor. Material coming from the field experience is used for educational purposes and should be appropriately disguised to maintain confidentiality.

5. The Student as a Member of the Agency: The student takes responsibility for becoming a part of the field setting and participates as a responsible member of the staff. Attendance at meetings and conferences in the agency and community is encouraged. The student should take advantage of appropriate opportunities to broaden his/her learning experience within the field placement consistent with his/her educational and service obligations. Attendance at orientation meetings, supervision meetings, and performance evaluations is mandatory.

6. Absence from Field Practicum: The student is required to complete the total field instructional assignment. If illness or other emergencies require absence from the field placement, the student is expected to make up this time. Students may be absent from field practice to attend special conferences if arrangements are made with the field supervisor and possibly with the Practicum Instructor. Attendance at appropriate conferences as part of field instruction is encouraged.

Time Requirements for Practicum Credit

The Practicum may be completed either on a concurrent or block basis:

Concurrent - A minimum of 15 hours per week for a full semester (14 weeks) will yield 4 semester hours of credit. This will normally be completed with other college course work.

Block Placement - A minimum of 40 hours per week for a ten-week period will yield 8 semester hours of credit.

Evaluation and Grading Policy

The final grade for the Practicum experience will be based on performance in the following areas: field site work, participation in Back-up Seminar, and the final paper.

The student's evaluation of the field site will be based on progress toward completion of their behavioral objectives. Although we see evaluation as an on-going process, the student will meet with the Practicum Instructor and field site supervisor at mid-term to assess the student's performance thus far. The goal of this meeting is to share both positive achievements and constructively deal with areas that may need improvement. The final evaluation meeting (end of semester) will provide the student an opportunity to summarize his/her work and receive feedback from the site supervisor in regard to professional competencies. A final grade for this phase of the Practicum will be discussed. A written narrative by the field site supervisor

is required subsequent to this meeting. Copies of this document will be distributed to the student, instructor, and the student's permanent file.

Participation in the Back-up Seminar will be included in determining a final grade as well. Regular attendance, active participation, ability to interpret case material theoretically, evidence of the ability to refer to appropriate literature, openness, and the ability to collaborate with other members of the class will be examined during this evaluation process.

Each student is required to submit a final paper (approximately 10 typed pages) at the end of each Practicum experience. The content of this paper should include the following: the student's evaluation of their practicum performance, a review of behavioral objectives and areas that need further work, descriptive material about the field site, examples of how he/she applied knowledge and theory during the experience, and references to relevant bibliographical material. Students are encouraged to include examples, case material, and critical incidents recorded from log notes maintained during the semester. This paper will be graded in relation to content, clarity of presentation, and intellectual rigor.

Texts/Periodic Literature

Because of the diversity of field settings, we expect the reading list for individual students to be formulated through collaboration between students, field site supervisors, and the Practicum Instructor.

SUNY College of Technology Human Services Practicum

Practicum Application: Please complete and return to Practicum Instructor with resumé attached

Student _____ Jr. Year _____ Sr. Year _____

1. Can you accept placement in Utica? __Yes __No Have car? __Yes __No

2. Current address: _____

Phone: _____

3. Type of practicum placement preferred:

_____ A. Direct Service (Work with individuals and/or groups; children, adults, families, elderly) in such settings as schools, public social services, family and children's agencies, medical and/or psychiatric clinics or hospitals, neighborhood centers, family service center, rehabilitation and correctional settings.

Field of Practice:	Agency or Program (service):
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

_____ B. Indirect Human Service Practice

Group I includes administrative activities, i.e. personnel, agency planning, supervision, consultation, special agency projects
Choices: 1. _____ 2. _____ 3. _____

Group II includes social planning, chest and councils, fund raising, policy formulation and execution, community organization work
Choices: 1. _____ 2. _____ 3. _____

_____ C. Block placement (8 semester hours summer only) Date _____

_____ D. Concurrent placement (4 semester hours per academic semester. Date _____

4. What is your career goal, as you see it now? _____

_____

5. Where can you be reached during the summer by mail and telephone?

_____

_____ _____
Educational Advisor (signature) Student (signature)

_____ _____
Human Services Faculty Member Practicum Instructor

Date _____